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ABSTRACT

The aims and purposes of the university as well as its policies and procedures are described in the 1973 handbook. The role of the Board of Trustees and selected administrative officers is detailed, and the academic faculty is discussed with regard to divisions, teaching areas, and responsibilities. Administrative provisions pertaining to the faculty are reported, including: terms of employment, appointments, outside employment, promotion, salaries, academic freedom, tenure and probation, retirement, leaves, faculty obligations, teaching load, attendance, and fringe benefits. Miscellaneous policies and procedures are also presented, such as student-faculty relations, grading, and university services. (LBH)

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WILBERFORCE UNIVERSITY
FACULTY HANDBOOK

AE 007 475

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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June, 1973

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SECTION I: AIMS AND PURPOSES OF WILBERFORCE UNIVERSITY

The ideal of Wilberforce University has always been the Christian scholar, its aim the development of the whole man. The Cooperative Education (Work-Study) Program attempts to combine academic instruction in Liberal Arts and Sciences with regular employment experiences, carefully chosen and supervised by the University. Community and University cooperate in providing for Wilberforce students an educational experience relevant to the demands of a complex age.

Specifically, Wilberforce University seeks to help its students:

1) to think logically and act creatively in all areas of human experience;

2) to develop social awareness and a sense of responsibility to self and others;

3) to acquire an acquaintance with the various areas of human knowledge;

4) to acquire an appreciation and an understanding of aesthetic values;

5) to become familiar with the origin and development of democratic ideas and institutions;

6) to utilize scientific methods in problem solving;

7) to develop wholesome attitudes and Christian ideals;

8) to develop skills in communication: clear and creative writing and speaking, as well as an appreciative understanding and critical evaluation of what is communicated;

9) to develop skills and ideas that are conducive to physical and mental health;

10) to select and prepare for specific vocations by combining academic preparation and practical job experience.

SECTION II: WILBERFORCE UNIVERSITY BOARD OF TRUSTEES

The general administrative control of Wilberforce University is vested in a Board of Trustees, composed of thirty-one members, including one student and one faculty representative. The Bishop of the Third Episcopal District of the African Methodist Episcopal Church is an ex officio member of the Board, and is Board Chairman for the duration of his assignment to the Third District. Election to the Board is by co-option at the annual meeting of the body.

While the Board of Trustees has complete jurisdiction over the institution and every department thereof, its chief functions are legislative. It is to secure, as far as possible, the needed revenue for the institution, the approval of the investment of funds for the use of the college, and the determination of educational policies as presented by the President. It is the further view that these functions include the consideration and approval of policies as presented by the President as well as the consideration and approval of policies rather than the execution of them. On matters in which legal or financial responsibilities are involved, the Board may act of itself or through its committees. Neither the chairman nor the individual members of the Board will engage in the details of administration either as they concern education or finance except as they are presented to them through recommendations of the President.

While the Trustees have the entire institution under control, they will regard it as unwise to act without the recommendation of the President. Any encroachment on his authority can be regarded as a breach of the relationship. The Trustees will confine their attention to formulating policies and controlling finances through the President but he is to administer both of them. Neither the signing of checks nor the appointment or dismissal of teachers are among the duties of the Trustees. These and other similar details are essentially the provinces of administrative officers.

SECTION III: SELECTED ADMINISTRATIVE OFFICERS

The President

The President of the University shall be elected by the Board of Trustees of Wilberforce University Corporation.

The President shall be the chief executive officer of the University and a member of the faculty of each college or unit therein. In the conduct of the institution, he may act with freedom within the lines of general policy approved by the Board of Trustees, but, in any particular matter on which the Board has passed, he shall follow the specific action taken. He shall attend all meetings of the Board of Trustees and serve as an ex officio member of this body.

He shall make reports to the Board of Trustees which shall not only contain a review of the principal advancements in policy and program made during the year, but the report will include important statements from the reports of the Business Manager, the Dean, and other administrative officers. He is the representative of the Trustees, in the University, and he is to see that the institution is operated efficiently in accordance with the policies adopted by them. His duties are to attend the meetings of the Trustees in order to be acquainted with these policies.

He is to recommend all appointments to the staff, all promotions, all dismissals, and to designate salaries and salary changes.

He is to preside at the faculty meetings or designate the Academic Dean to do so and present the institution before the public and the church.

He shall, with the assistance of the officers of administration, prepare the annual budget for presentation to the Board, and attend to the administration of the same, but shall make no substantial alterations without consultation with the Executive Committee of the Board of Trustees.

He shall recommend to the Board suitable persons for all positions in the University, including those in administration, teaching, operation and maintenance.

He shall issue diplomas conferring degrees, but this shall be done only on the recommendation of the faculty and by authority of the Board of Trustees.

He shall have power to perform all acts and execute and acknowledge all documents to make effective the actions, proceedings, and resolutions of the Board of Trustees.

The Academic Dean

The Academic Dean shall provide leadership in the development of the academic goals of the University in harmony with the purposes to which the Trustees and President are committed. He shall keep these goals visible to the faculty, administration, and students, encouraging their continuous appraisal and modification as may be desirable. He shall keep the University community aware of any gaps between accepted goals and actual institutional performance; promoting the elimination of such gaps.

The Academic Dean shall manage the academic program of the University and all resources entering into that program, including Cooperative Education, the University Library, and the Office of the Registrar. Such management shall include, but not be limited to, the following responsibilities and duties:

1. The Dean will be the chief advisor to the President in all matters pertaining to the academic policies of the University. He will keep the President informed about matters pertaining to the academic program and actions of the faculty, and he will keep the faculty informed about developments in administrative policies

2. The Dean will represent the interest of the faculty both individually and collectively to the President and to students, as occasion for such representation may arise.

3. With the assistance of the Division Chairmen and such other persons and committees as may be appropriate, the Dean will develop and propose to the faculty and to the President new policies and programs for the ongoing welfare and improvement of education at Wilberforce.

4. The Dean will keep abreast of new ideas and changing trends in higher education, bring these to the attention of the faculty, and promote a continuing responsible consideration thereof by the faculty.

5. The Dean shall provide leadership in the development of an adequate and appropriate set of faculty bylaws.

6. The Dean will be responsible for maintaining an atmosphere and set of practices in which academic freedom is respected and protected.

7. Together with the Division Chairmen, and in consultation with the Division Personnel Committees and the President, he will be responsible for the recruitment and recommendation for appointment of all new faculty members. He will be responsible for the negotiation of contractual agreements with faculty employees.

8. The Dean shall provide leadership in the development of standards and criteria for the evaluation of faculty services. He will keep the faculty informed of the criteria determining promotion, salary increases, awards, etc., and will be responsible for maintaining appropriate personnel records for all faculty members. He will forward to the President recommendations from the Deans, the Division Chairmen, and the Division Personnel Committees regarding promotion, salary, and tenure for faculty members.

9. With the assistance of the Division Chairmen, the Chief Librarian, the Director of Cooperative Education, the Registrar, and others, the Dean will be responsible for the development and administration of the annual operating budget for academic programs. In addition he will actively participate in the creation of the overall budgets of the University.

10. The Dean shall promote an increase in professional interest, competence and efficiency on the part of all members of the faculty by encouraging and providing opportunities for research, advanced study, participation in professional meetings, and other activities providing a widening of horizons or increase in skills and knowledge.

11. The Dean shall provide for a continuous program of educational research and data collection on activities of the academic program, and make appropriate reports on the academic program to faculty, administration and students.

12. The Dean shall be responsible, along with the Division Chairmen, and Registrar, for the preparation and publication of class schedules, the final examination schedule, the University Bulletin, and other documents as may be appropriate.

13. The Dean shall maintain open channels of communication with students and shall keep informed in matters of student concern, and shall promote student welfare, including the maintenance of an adequate academic advising system.

14. The Dean shall promote communication, both social and professional, within the faculty, and promote responsible leadership and action within faculty and University committees.

15. The Dean shall see that Wilberforce receives maximum benefits from available federal,state, and foundation programs. This will involve responsibility both for the preparation of proposals and for the administration of grants received for academic purposes. The Dean will also be responsible for the appropriate participation of the University in all consortial relationships and in meetings and activities of appropriate educational associations.

The Associate Academic Dean

The Associate (or Assistant) Academic Dean will assist the Academic Dean and assume responsibilities of that office as determined and assigned by the Academic Dean. The Associate Academic Dean will work with the Dean to insure that all functions of the Office of the Academic Dean are performed efficiently and in the best interests of the University.

Director of Development

The Director of Development reports directly to the President. A major responsibility of the Director of Development is to promote long range and immediate need development programs. The Director shall move toward the objectives in close consultation with the President, the administrative staff, and the development committee. The Director has responsibility for all fund-raising, for communications with and organization of the Alumni, and for all phases of publicity and public relations to and with outside constituencies. The Director manages the research, record-keeping and publications necessary for accomplishment of objectives, and he works closely with the Academic Dean and other administrative officers and faculty to achieve as much unity of effort as possible. In connection with the total development effort, the Director supervises the work of the Alumni Affairs Director, the Annual Fund Director, the Direct Mail Appeals Director, the Public Relations and Publicity Director, and the Cluster Intern.

Business Manager

The Business Manager reports directly to the President. The Business Manager has the major responsibility for all of the business and financial organization which includes the necessary budgets, systems and procedures, audit controls and financial reports necessary to internal order and to the discharge of business relationships with vendors, banks, auditors, and other outside firms. The Business Manager must also handle the collection, receipt, and deposit of tuition and other monies due the University, make cash disbursements and properly account for receipts and disbursements. The Business Manager is responsible for the security and safe keeping of all University money and property. It is the duty of the Business Manager to establish an efficient

system of accounting, record-keeping, and files leading to effective fiscal control; to prepare prompt, regular reports to the University management, and to the furtherance of as rapid and vigorous growth as resources will permit. The Business Manager will devise and notify all administrative offices of the operational details of the systems and procedures for purchasing supplies and equipment, for the hiring and assignment of secretarial, clerical, and other auxiliary staff, for salary check issuance and for provisions for fringe benefits. Supervision of the Business Office by the Business Manager also includes operation of the school bookstore and the publications and mail service. In addition, the Business Manager is charged with satisfactory maintenance of buildings and grounds, as well as arrangements for the school's food services.

The Director of Cooperative Education

The Director of Cooperative Education reports directly to the Academic Dean and is under his supervision and evaluation review. It is the Cooperative Education Director's responsibility to plan, recommend and establish, upon approval, the most effective system of alternating work and study for undergraduates. His responsibilities include the developmental counseling with students, the outside negotiations necessary to secure employers, to make placements and to maintain a satisfactory balance of jobs. He is responsible, in collaboration with teaching faculty when necessary, for the evaluation of student performances on their work assignments. He will work closely with the Deans, with the Director of Counseling and Testing, with the Director of Admissions, and with teaching faculty, to realize educational progress through the Cooperative Education program. The Director of Cooperative Education will be responsible for the planning for, establishment and continuation of an effective senior placement program, including student counseling, information to students about job openings, and the scheduling of employer interview visits.

Director of Admissions

The Director of Admissions reports to the President. He reviews for approval or rejection all applications for admission or readmission, in accordance with policies established by the Admissions Committee, and University administration. He refers special cases to the Admissions Sub-Committee for further evaluation.

The Director of Admissions encourages and utilizes the services of Wilberforce students in recruitment efforts. He prepares and issues publication of recruitment materials, including brochures and newspaper advertisements. He reviews student applications for transfers and readmissions. He is responsible for overall supervision of his office staff, comprised of secretaries and student employees, as well as associate directors of admissions. He performs other duties as required by the administration.

Registrar

The Registrar reports to the Academic Dean and is under his supervision and evaluation review. The Registrar is responsible for course registration records, and has a first obligation to work with the Dean and other administrative officers to design an efficient registration process. Other duties include the

maintenance of the official records of academic courses and grades, cooperative job performances, preparation of trimester and cumulative records, and the distribution of such cumulative records to the Deans and other interested offices; the preparation and distribution of transcripts according to need; also the preparation and distribution of student enrollment figures. The Registrar will have conferences and correspondence with students, other colleges and universities, and employers, concerning the academic records of students.

Librarian

The Librarian reports directly to the Academic Dean and is responsible for the organization of library facilities, the variety of study materials, the day-to-day operation of the library, instruction in and supervision of the classification and cataloging of books, periodicals, reference works, other materials, the shelving and storage of all library holdings according to established systems. The Librarian works in close cooperation with individual teachers and academic departments. The Librarian must carry out the recruitment, recommendation for hiring and training of full-time, part-time, and student staff. The Librarian is responsible for orientation of students on the use of the library, and for general and specific assistance to students to enable them to know more about the library and how to utilize it. The Librarian works with the faculty to allocate funds for books, periodicals, and other library materials.

Dean of Students

The Dean of Students is responsible to the President for all phases of student on-campus life outside the classroom, including dormitory arrangements and activities, social life, student government and Greek letter organizations and the stimulation and evaluation of patterns of on-campus life to achieve the greatest educational value and meaning. The Dean has major planning, supervision and qualitative review responsibilities, and will delegate to and work closely with the Dean of Men and the Dean of Women in program design and implementation. The Dean will have first hand communication with the student government organization and with student counselor groups. The Dean will supervise the functions of Testing and Counseling, Financial Aids, Health Service, Intramural and Intercollegiate Athletics, Student Housing, Food Services, Security, the Student Union, and Foreign Student Advising.

Director of Planning

The Director of Planning reports to the President. He is responsible for University planning including the preparation and updating of the Five-Year Plan. He also has responsibility for the development and coordination of a management information system and for conducting institutional research--studies which assess the effectiveness of University operations. The Director of Planning acts as chairman of the Planning Committee which is the Administrative Affairs Committee supplemented by the Controller and the Director of Cooperative Education.

SECTION IV: THE ACADEMIC FACULTY

Academic Faculty Defined

The academic faculty is composed of the President, the Academic Deans, all the instructional staff, namely instructors, assistant professors, associate professors, professors, and professors emeriti and librarians designated as having faculty status.

Divisions and Teaching Areas

A Division shall be composed of teaching areas in such numbers and of such composition as the President and Academic Deans shall determine.

A teaching area shall consist of all members of the teaching staff of the college who are engaged in teaching closely related subjects. It shall be the function of the teaching area to provide to the satisfaction of the Dean the instruction necessary to meet the requirements of the course of study formulated by the faculty.

The Chairman of a Division shall be concerned with the coordination of the work among the various teaching areas included in the Division. Division Chairmen, and chairmen of teaching areas, if any, will be appointed by the President upon recommendation of the Dean(s) in the academic area, and with advice from members of the Division and from other Divisional Chairmen. The Chairman of a Division shall call meetings of the Division faculty for explanation and discussion of policies and educational procedures. He shall be responsible for the organization and quality of work within the Division, as well as the proper application of procedures in conformity with University policy. The Chairman of a Division shall make reports on the work of his teaching areas to the proper authorities, prepare the teaching area budgets, and have general oversight of students majoring in his Division.

The following Divisions are presently included in the academic organization of Wilberforce University:

Natural Science
Humanities
Social Science
Business and Economics
Teacher Education

In addition to the five teaching area Divisions listed above, the General Studies Faculty is composed of those faculty members specifically assigned to it for interdisciplinary teaching and all members of the academic area Divisions who are responsible for courses within the General Studies program.

Rev. 8/73

Responsibilities of the Teaching Faculty

The responsibilities of the Teaching Faculty as a body, and the structure of the University's committee system through which the decision making authority of the faculty is exercised, is described in the University Governance document.

The following is abstracted from the Governance document:

The Teaching Faculty will be responsible for academic concerns, in a general sense. It will set academic standards and see that they are fulfilled. With due regard for academic freedom, for the prerogatives of the teacher, and for the relevance of studies to the concerns of students, it will determine curriculum and the contents of studies. It will establish graduate requirements. It will work through Teaching Faculty Committees . . . on academic matters. It will recommend priorities for new programs to the Administrative Affairs Committee . . . It may comment to the Administrative Affairs Committee on salary scales and fringe benefits. It will maintain helpful concern for and cooperation in administrative matters through Teaching Faculty memberships on other University committees . . . It will develop and apply its own leadership within the general setting of University objectives and policies, and it will remain open to new ideas and leadership possibilities appearing in other University connections.

PROFESSIONAL RESPONSIBILITIES

I. To students

A. In course

1. Grading

a. In-course grading criteria should be clearly formulated by the instructor, and these criteria should be explained (in writing) to each class at the beginning of the course.

b. All work performed by students in the course (including oral participation where appropriate) should be seriously considered and evaluated; written work should be returned promptly.

c. The instructor should provide opportunities for review of grades in order that students may understand the reasons for particular grades and obtain guidance toward improvement.

2. Office Hours

a. Hours should be reasonable in quantity, time of day, and campus location. (It is recommended that a faculty member hold office hours for a minimum of five hours per week distributed over four days a week.)

b. Hours should be posted near the instructor's office, and listed with the appropriate secretary.

c. Provision should be made for special appointments wherever hardship or difficulty arises.

d. Scheduled office hours should be observed conscientiously.

3. Classes

a. The instructor should prepare conscientiously for each class session (including arrangements for teaching aids, guests, etc., whenever applicable.)

b. The instructor should meet classes promptly and should, out of consideration for both students and colleagues, dismiss not later than scheduled time.

c. Whenever any change is anticipated in scheduled time or place of meeting, the instructor should provide adequate notice to the class. Where appropriate (e.g., small classes, evening classes which frequently involve considerable travel for some students), some procedure should be established for emergency notice to students.

3. Classes (continued)

   d. The instructor should conscientiously consider valid means for course evaluation by students.

   e. The instructor should strive continuously and conscientiously to improve the effectiveness of his teaching, and to this end should seek counsel and constructive criticism from colleagues.

4. Tests and examinations

   a. The instructor should make clear, in advance, the areas (lectures, text chapters, other) to be covered on scheduled tests or examinations.

   b. The instructor should, by explicit word and implicit classroom conduct, make clear to his students what emphasis he places upon facts or data and what upon synthesis or thought.

   c. It is the instructor's responsibility to promote adequate standards of linguistic expression (e.g., spelling, general grammatical and syntactical clarity, organization, and form).

   d. The instructor must, both in fairness to those students who conscientiously prepare and to prevent those who do not from taking advantage of others, assure during tests an atmosphere conducive to the highest standards of honesty.

5. Counseling and advising

   a. While the University provides both general and specific counseling services as a discreet function, the instructor will often have more intimate knowledge of his own college, department, and field; such knowledge provides him with unique insights, and the instructor has, therefore, a right and an obligation to counsel and advise students within his area of competence.

   b. In general, the instructor is obligated to respect each student as a human being, to recognize that he has the feelings and inadequacies common to the human condition, and to recognize that he has both human and civil rights.

II. To the University and to colleagues

A. Records

1. The instructor is responsible for maintaining adequate records of student performance in course.

2. The instructor is responsible for keeping adequate records of course content and assignments.

II. To the University and to colleagues (continued)

B. The professional should endeavor to maintain and develop awareness and understanding of areas impinging upon his own field.

C. The professional should willingly serve on a reasonable number of committees concerned with curricular development and general University governance at area, divisional, and University levels.

D. The professional should contribute to the continuance and improvement of educational quality within the University through strong and active participation in selection of new faculty and in decisions on promotion, tenure, and other recognitions of merit.

E. The professional is obligated to promote by precept and example a general atmosphere within the University of respect for knowledge, skills, and attitudes, even when---indeed especially when---such may be at variance with his own ideas.

1. The professional respects his colleagues and his students, without reservation or favor because of race, national origin, religion, sex, degree of rank, discipline, or political sentiments.

2. The professional contributes positively to reasonable orderliness within the University community.

III. To his discipline

A. The professional continues his growth within his field and related areas.

B. The professional shares concepts with others through his teaching, and through creative endeavors, research, and/or attendance at, and participation in, professional associations and meetings.

IV. To self

A. The professional seeks to improve his own value as a teacher and as a citizen.

B. The professional seeks diligently to improve the teaching-working environment within the University structure.

1. by promoting a general atmosphere of intellectual and social growth, and

2. by seeking just and equitable compensation--including the concept of released time for professional growth.

C. The professional actively contributes to the education and development of persons and groups outside the university proper in order to promote improved reciprocal understanding and acceptance of the roles of education, the university itself, his own discipline, and his profession in American and world society.

SECTION V: ADMINISTRATIVE PROVISIONS PERTAINING TO FACULTY

Terms of Employment

Unless there are special provisions the employment of faculty members shall be arranged for a two-, three- or five-trimester period. Availability for service shall be based on the nature of employment terms. Salaries for faculty members shall be paid on a monthly basis and spread over a twelve or twenty-four month pay period.

In case a member of the faculty decides to leave the service of the University, the President and Academic Dean should be advised as soon as such a purpose has been determined. Such notice should be given not later than ninety days prior to departure of the individual. Emergency situations shall be determined on their own merit.

Absence from ordinary service in the University for any cause other than sickness must be with the approval of the President and Academic Dean if for less than thirty days; if for a longer time with the approval of the Board of Trustees on recommendation of the President. Absence from official duty requires notification to the Dean's office.

Each full-time faculty member is to be in attendance on the first day of registration or prior to registration as specified by the President or Academic Dean. It is understood that preparation for classes must often take place off campus, but each faculty member must insure that he is "sufficiently available" during the day for conference with students and colleagues. Duties are usually considered to be complete at the end of each trimester when final grades have been filed. Any faculty member may be asked, however, to engage in curriculum planning, conferences, budget review, etc., until the end of the month in which the trimester or session ends. Absence from convocation or commencement may be excused only by the President upon receipt of written petition.

Appointments

Appointments of individual faculty members are finally approved by the Board of Trustees. Following the provisions of University Governance, such appointments are made after consideration by and advice of the Personnel Committee of the relevant Division. Normally, Committee recommendations are made through the Academic Deans to the President for final referral to the Trustees.

Moonlighting

In general, Wilberforce University teachers are urged not to engage in outside activities that interfere with satisfactory performance of their school duties. This provision, however, allows for teaching, studying, or working, on a limited scale while on full-time assignment.

Specifically, a full-time member of the faculty may arrange to teach or take a course, while on full-time assignment, providing such a course does not exceed five academic hours of credit. Or a faculty member may work an

equivalent number of hours (15) in a non-teaching position which will not conflict with regular school duties. If a faculty member desires to exceed these limitations, written permission must be secured from the Division Chairman and the Academic Dean.

A report form has been devised for the purpose of recording intentions to work off campus. The form is subject to periodic revision.

Principles of Promotion and Salary Increase

Promotions in rank and increase in salary are not altogether a matter of routine or seniority; rather, they constitute a recognition of merit according to criteria of evaluation which should be progressively exacting from lower to higher ranks. In each instance promotion should be recommended only on clear attainment of the standard required for the rank in question.

The criteria common in differing degrees to all ranks are as follows:

1) Teaching ability indicated by capacity to excite interest and evoke response in students, to broaden their outlook, to impart knowledge, to see and convey relationships and to encourage the facility of criticism.

2) Scholarship and its evidences both published and unpublished.

3) Personal attributes, such as integrity, industry, open-mindedness, objectivity, cooperation and capacity for leadership.

4) Quality and variety of experience as teachers and scholars both at this and other institutions.

5) Contributions to the educational program or the administrative work of the University or any of its units.

6) Contribution to the wider community and its affairs, especially in cases where it bears upon scholarship and teaching.

It should be the general policy without exception to grant no increase in rank without corresponding increase in salary. Generally speaking, it is proper to say that beginning with the rank of instructor, the qualifications are cumulative for each succeeding higher rank. So far as practicable the following matters will be considered:

1) Curricular background and degrees
2) Qualifications in terms of criteria mentioned above
3) Nature of the services to be performed
4) Tenure
5) Personal stature
6) Unusually distinguished service to the University
7) Compensation for the continuous rise of the cost of living index.

Promotion from Assistant Professor to Associate Professor and from Associate Professor to Professor is based upon conspicuous achievement of high order, normally calling for a period of several years' association

with the University. Service in other institutions will receive appropriate credit in each promotion.

Following provisions of University Governance, recommendations for promotion will normally be presented by the Divisional Chairman to the appropriate Division Personnel Committee and the Committee's recommendations made through the Academic Deans to the President for final referral to the Board of Trustees. Appointment terminations will be treated in the same manner.

Finally, action on promotions involve administrative considerations of budget and policy, and it is recognized that these may preclude approval of recommended action.

Salary Schedule

Rank	Salary Range
Instructor	$7,000 to $10,000
Assistant Professor	8,000 to 12,000
Associate Professor	9,000 to 13,000
Professor	10,000 to 15,000

Principles of salary scale:

(1) The salary ranges indicated above cover an eight-month or two-trimester period.

(2) Subject to the availability of funds, faculty members rendering satisfactory service ordinarily will receive a 3 to 6 percent increment each year. Faculty members rendering outstanding service may receive an additional 3 percent increment.

(3) Faculty members working less than eight months will receive 12 and 1/2 percent of the two-trimester salary for each month worked.

(4) Faculty members who teach more than two trimesters in one academic year (September through August) will receive 50 percent of the two-trimester rate for the third trimester.

(5) Full-time teaching ordinarily involves an average of 12 to 15 classroom hours per week each trimester or their equivalent.

(6) Part-time faculty members are not subject to the above salary scale.

Salary Pay Dates

Faculty paychecks are usually issued on the last day of the month. Such checks shall not be released by the Business Office until all work represented by the check has been performed. This means that faculty members are not entitled to the final monthly salary check of the academic session until grades have been turned in and book lists and other material have been completed, as required by the Academic Dean.

Academic Freedom

The statement on academic freedom, as formulated in 1940 by the Association of American Colleges and the American Association of University Professors, is the policy of the University. The purpose of this statement is to promote public understanding and support of academic freedom, tenure, and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution by itself. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to the above stated purpose and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his subjects, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman. The judgment of what constitutes fulfillment of these obligations should rest with the individual.

Every teacher at Wilberforce University shall enjoy freedom of speech, thought, and activity, but no teacher shall injure the good name of the institution which he serves or violate its laws.

Tenure and Probation

Tenure is a means to certain ends, specifically (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensible to the success of an institution of higher learning in fulfilling its obligations to its students and to society.

Tenure is attained in the following manner:

1) All full-time faculty members will be subject to a probationary period of a maximum of seven years of service to the University. Full-time service in other institutions of higher education will normally be applied to the probationary period at Wilberforce University. When more than three years has been served in other institutions, however, it may be agreed in writing that the probationary period at Wilberforce University will be a maximum of four years, even though the total probationary period may thereby be extended beyond the normal maximum of seven years.

2) By the September 1 prior to the expiration of the probationary period the Board of Trustees will consider the matter and give written notice to a faculty member who is not to be given tenure and continued in service.

3) After the expiration of the probationary period, if the faculty member has not received notice of nonreappointment, he shall have permanent or continuous tenure.

4) Tenure may be awarded by the University at any time prior to the expiration of a probationary period.

Except in case of retirement for age or under extraordinary circumstances because of bona fide financial exigencies, service of a faculty member with tenure will be terminated only for adequate cause. A faculty member with tenure who is dismissed for reasons not involving moral turpitude shall receive his salary at least through the end of the current academic year or for one additional academic session, whichever is the greater.

In view of the fact that faculty members serving during the probationary period are appointed for a definite time, their services shall end with the termination of the written contract unless the faculty member is expressly reappointed. Such contracts shall be for one or more years in duration. In case the faculty member is not to be reappointed, he shall be notified in writing not later than March 1 of the first year of service, December 1 of the second year of service, or September 1 of third and subsequent years.

Termination for adequate cause of a tenure appointment, or dismissal for adequate cause prior to the expiration of a term contract, shall, at the request of the faculty member concerned, be considered both by a faculty committee and by the Board of Trustees. In such event, the accused shall be informed in writing of the charges against him before the hearing, and he shall have an opportunity to be heard in his own defense by all bodies that pass judgment on his case. He shall be permitted to have with him an advisor of his own choosing who may act as counsel. There shall be a full stenographic record of the hearing available to the parties concerned unless both waive the requirement.

If the charges pertain to academic incompetence, the testimony should include that of teachers or other scholars. Furthermore, vague charges of "lack of cooperation," "politics," etc., shall be regarded as inadequate unless supported by definite specifications. If anything, the phrase "adequate cause" has flexibility, but it is safe to say that it would include evidence of neglect or incompetence in performance of duties and conduct that would seriously impair teaching effectiveness.

Retirement

All members of Wilberforce University faculty and staff will retire at the end of the academic year in which they attain age sixty-five, except by special vote of the Board of Trustees extensions of service beyond age sixty-five may be made for definite periods not to exceed one year each, but no extensions shall postpone retirement beyond the end of the academic year in which age seventy is attained.

The title "Emeritus" represents a signal honor which may be conferred for just cause upon retirement. Recommendations proceed to the Board of Trustees through the same channels as other promotions. The title "Emeritus" may precede any academic rank.

Sabbaticals and Leaves of Absence

On the recommendation of the chairman of a Division and with the approval of the Dean, the President, and the Board of Trustees, and subject to the availability of funds, a member of the faculty who has the rank of Professor, Associate Professor, or Assistant Professor, and who has served the University at least six years since his original appointment or since the termination of his last leave on salary, may be granted a leave of absence for one year with pay equal to one-half the annual salary which he is receiving for the purpose of study, research, or other pursuit, the object of which is to enable him to increase his professional efficiency and usefulness to the University, or he may be granted a leave for one-half year at full salary.

A member of the faculty to whom a leave of absence has been granted shall agree to return to the University upon the expiration of his leave and to remain in service for at least one year thereafter, and the University on its part shall agree to retain him in its service after his return subject to conditions of tenure

No one to whom a leave of absence has been granted with pay shall be permitted, while on such leave, to accept remunerative employment or engage in work for which he receives pecuniary compensation. This prohibition, however, shall not be construed to forbid a professor while on leave from giving a limited number of lectures, doing a limited amount of other work, receiving fellowships, or holding graduate assistantships. Leaves of absence may be granted without pay. This is left to the discretion of the President and the Academic Dean. Principal consideration, in such an event, will be the purpose of the leave and its effect on the program of the school.

The Academic Year

Wilberforce University operates year round on the trimester calendar. The academic year, as opposed to the fiscal year, runs from September 1 through August 31. Each trimester is approximately 15 weeks in length, including registration and examination periods. The fall trimester begins in early September and ends in mid-December. The winter trimester begins in early January and ends in mid-April. The spring-summer trimester begins in late April and ends in early August.

General Statement of Faculty Obligations

Wilberforce University regards the faculty member as an important individual in the community who has responsibilities of considerable importance. Teaching is done not alone in the classroom but in every contact with students. Each faculty member should feel an individual responsibility for the morale of the student body and contribute to the total healthful and meaningful experience of students on the campus.

A broad experience for faculty member and student is possible only when the everyday machinery runs smoothly. It is not possible to set forth explicitly all the duties of a teacher. He is, of course, expected to serve his institution with fidelity and loyalty in accordance with the traditions of his profession. Although he may not fully agree with all specific positions that guide the activities of the institution, he is expected to work for change through the established structures of the institution.

Teaching Load and Other Responsibilities

Twelve to fifteen classroom hours shall be considered a normal teaching load for all full-time teachers. Computation of teaching load shall include consideration of the following:

total number of students served,
number of separate preparations,
number of discussion groups and laboratory preparations,
availability of teaching assistants,
necessity for research and curriculum development in the area taught,
committee or administrative responsibilities.

It is customary for each faculty member to serve on at least one committee. Additional administrative responsibilities of a significant nature will be taken into consideration during conferences concerning teaching load.

Faculty members are expected to attend all regular meetings of the faculty, division, and committees to which they have been appointed, to serve as advisors to students assigned to them, and to post and hold regular office hours.

Attendance at University Affairs

Faculty members of Wilberforce University are expected to attend Commencement, Baccalaureate, and academic convocations.

In addition, faculty members are encouraged to attend Sunday worship services, Religious Emphasis Week programs, chapel, lyceum, and other religious and social activities.

Out-of-Class Activities

Faculty members of Wilberforce University are expected to participate as sponsors of student organizations, chaperones of student affairs, and advisors of student academic and personal life.

It is believed that an out-of-class role on the part of the faculty will provide for continuity of student activity, provide a point of contact for the student with the faculty and for the faculty with the student, and engage faculty members in the student personnel program of the University.

Attendance at Meetings of Learned Societies and Travel in Connection with School Projects

The University encourages attendance at professional meetings. A limited amount of travel expenses can be reimbursed by the University each year.

A written report of the meetings attended and summary of the important features of each session as well as other incidental matters may be requested of the faculty members attending professional meetings.

All official travel by Wilberforce faculty and staff should be approved in advance on the Requisition for Permission to Travel form. A partial advance for travel may be secured from the Business Office based on the approved requisition form. The Business Office requests notification of travel at least two work days before a trip is made. Advances will normally be limited to 75 percent of the total estimated cash requirements of the anticipated trip.

Upon return from the trip, the employee should complete the Travel Expense form and submit it to the Business Office, after securing the approval of the appropriate Division Chairman. Receipts for hotels, and plane, train or bus tickets must be attached. At least two full working days should be given the Business Office before reimbursement is expected.

Enrollment Charges Regarding Wives, Husbands and Children

The following constitute the special rates granted to wives, husbands, and children of Wilberforce University full-time faculty members and administrators after two years of employment:

Tuition:	One-half that charged other students
Board and Room:	Full fee charged, when applicable.
All Special Fees and Charges:	Full fee charged.

Petitions

The faculty or any member thereof may present to the Board of Trustees or a committee of the Board through the President a petition on any matter concerning the interests of any unit of the University. Communications from the Board

shall be received on behalf of the faculty by the President.

SECTION VI: MISCELLANEOUS POLICIES AND PROCEDURES

Student-Faculty Relations

The complete education of the student is the reason for a university. Wilberforce University is aware of its responsibility for the academic, emotional, and physical welfare of each student.

It is the philosophy of this University that a student's first responsibility is to his academic life. In like manner, a teacher's first obligation is to this student and his classes.

Student-faculty relations at Wilberforce University are designed to create a friendly atmosphere. Students are encouraged to go to their instructors for help, even in matters not academic. Faculty members are urged to aid students personally or advise them where to go for assistance.

The office of the Dean of Students is responsible for the general welfare of students. In keeping with this objective, offices for information, counseling, and refferal to specialists are maintained. When in doubt about a student problem, the faculty member should confer with the Academic Dean and/or the personnel deans.

Students are encouraged to develop their own religious lives on the campus. The Chapel of the Living Savior is a center for this activity. It provides facilities for and encourages participation in religious and social activities by students of all beliefs.

Faculty members are invited and are welcomed to attend services on campus. A more complete church home is available in one of the churches of the area.

Principles and Regulations Regarding Students

Regulations and policies pertaining to student conduct are provided in detail in the Code of Conduct contained in the official Wilberforce University Student Handbook. In all cases of student discipline which might result in dismissal or suspension, the University shall provide the student procedural due process and fair play. The University's judicial system, including provisions for faculty participation, is described in both the Student Handbook and the University Governance document.

Degrees

There shall be two kinds of degrees which may be granted by a vote of the Board of Trustees:

1) Degrees in Course, which may be granted to those who have completed satisfactorily all courses and other requirements leading to the degree and have been duly recommended by the appropriate faculty.

2) Honorary degrees, which may be granted to persons deemed worthy of such distinction.

Candidates recommended for degrees in course shall be personally present at the Commencement unless the Academic Faculty or the Administrative Council directs that the degree be conferred in the absence of the candidate. No person shall be awarded a degree until his dues to the University are fully paid and all his obligations to the University fully satisfied.

The Faculty may, but need not, recommend to the Trustees one candidate each year for an honorary degree. Candidates selected for an honorary degree shall be invited to receive the degree at the Commencement next ensuing or at a special convocation. Special convocations for conferring an honorary degree shall be composed of the President, the Dean of the College, at least one faculty representative elected by the faculty granting the degree, and the proper officers of the Board of Trustees. Due notice of the time and place of such convocations shall be given to each member of the Board of Trustees and to each member of the University faculty.

Grading System

A student's proficiency in the work of a course is reported in terms of the following alphabetical symbols:

A - Excellent
B - Good
C - Satisfactory
D - Poor
F - Failure
I - Incomplete work, given when the student has done satisfactory work, but for some sound reason has not completed all of the requirements of the course. (The grade I becomes F if the work is not completed within the next trimester of the student's enrollment.)

Final grades designated by an instructor must be reported promptly in person to the office of the Registrar. Final grades may not be changed unless a clerical error has been established and only with the consent of the Academic Dean.

Any student may repeat any course in which he has made an F or a D and the grade earned the second time replaces the first grade earned. A student must repeat a course the next time it is offered, by enrolling in the proper way, and repeating all work covered. A written request to substitute another

course for a course in which a student has failed must be secured from the chairman of the division in which the student is enrolled. Such requests are granted only in rare instances and must be approved by the Academic Dean and recorded in the Registrar's Office.

Insurance and Annuity Programs

Wilberforce University participates in retirement and insurance plans of the Teachers Insurance and Annuity Association, the United States Social Security Administration, and Ohio Medical Indemnity, Inc. (Blue Cross and Blue Shield).

The TIAA and CREF retirement plan of the Teachers Insurance and Annuity Association is established for all regular full-time faculty and administrators of the University. Participation of eligible individuals will be required after completion of two years of continuous full-time service and attainment of age thirty. The preliminary service period will be waived for an employee otherwise eligible who already owns a retirement annuity contract with TIAA. An employee otherwise eligible may not participate if he is over fifty-nine years of age unless he already owns a retirement annuity contract with TIAA.

For this retirement program, five percent of the employee's salary will be deducted on the amount of salary covered by the Social Security Act, and seven and one half percent on the amount of salary above the amount covered by social security. In both cases the University will contribute an equal amount.

At the election of the participant, either 100, 75, 50 , 25 or 0 percent of the combined sum will be invested in TIAA (fixed income securities) and the balance in CREF (common stock). TIAA retirement annuity contracts and CREF certificates issued in accordance with this plan are the property of the participants.

In addition to this retirement plan, Wilberforce University's agreement with the Teachers Insurance and Annuity Association requires that all full-time administrators, faculty members, and office employees be covered in a group term life insurance program. The University pays the entire premium for the minimum of one unit of basic coverage. An explanation of this coverage can be obtained from the Business Office.

All members of University faculty and staff also participate in the United States Social Security program at the usual rate of employer-employee contribution.

University employees are also eligible to participate in the group hospitalization and medical sercices plans known as Blue Cross and Blue Shield. Wilberforce University also has an agreement with the Teachers Insurance and Annuity Association which requires all full-time regular employees to be covered in its group Major Medical Insurance Plan. The University pays the employee's premium for Blue Cross/ Blue Shield. Together, these three forms of medical insurance provide comprehensive medical insurance coverage. Dependents may be covered by payroll deduction. Additional information about them can be obtained from the Business Office.

Income Tax Deferment on Compensation Applied to Purchase Annuities

The Internal Revenue Code provides that colleges, universities and certain other nonprofit organizations may place a portion of an employee's compensation in an annuity contract owned by him, and that this portion of compensation will not be taxed to him currently, but will be taxed instead as he receives it from his annuity during retirement.

It is also permissible under the Code to arrange with the University to have one's salary reduced by the amount of the faculty member's contribution to his annuity program, with the understanding that this amount will be paid by the university to TIAA-CREF. Under this method the same amount would be sent to TIAA-CREF, but the take-home pay would be somewhat larger because instead of paying income taxes (federal, state and local) currently on the amount of salary being set aside for retirement, the taxation of it will be deferred to the retirement years.

A salary reduction for contribution to an annuity program may be arranged for an amount greater than the normal 5 or 7 and 1/2 percent, in order to increase the tax-deferred portion of compensation being paid by the University as a premium on annuity contracts. There is a limit, called the "exclusion allowance," to the amount of annuity contribution the University can make. Briefly, this is 20 percent of the salary after any reduction, multiplied by the number of years of service to the University, less the total amount of annuity premiums contributed by the University and excluded from gross income in prior years.

Generally speaking, one will probably benefit financially by deferring the payment of taxes on a portion of his salary until retirement years, when one will presumably be in a lower tax bracket. If the savings in current income tax is also applied toward annuity payments, one will benefit from the accumulation, at compound interest, of amounts that would otherwise have been paid in taxes. Electing to reduce salary by 6 percent, for example, would leave one's take-home pay approximately the same, but would add another 1 percent of salary to annuity savings.

One may decide to pay taxes now on his full salary including his share of annuity premiums--in order to make as much of one's income as possible free of taxation during retirement. There is no guarantee that the tax deferment will be advantageous. It could be disadvantageous if, for example, income tax rates are substantially increased in the future, personal exemptions are much greater now than they will be after retirement, or income after retirement is not much lower than current income.

Mailing Service

Official University mail will be processed on the postage meter by the Publications Office staff if brought to the Mail Room by 3:30 p.m.

Large mailings should be processed in the morning for delivery to the Post Office by 1:30 p.m.

All letters to be sealed on the postage machine must have flaps out and not be mutilated.

All foreign, air, and overweight mail must be separated from 8¢ mail when brought to the Publications Office.

Please note that personal mail may not be sent using University postage or stationery.

Library Service

Through its reciprocal relationship with the faculty, the University library should provide the tools and services necessary to the support of the curriculum. To this end all members of the faculty are encouraged to make recommendations to the librarian for new purchases and improvement of the book collection as budget distribution permits.

In addition to the Wilberforce University library, full-time faculty members may make use of the libraries of all of the member institutions of the Dayton-Miami Valley Consortium. In most cases it will be necessary to present a Wilberforce identification card to the librarian of a DMVC member school.

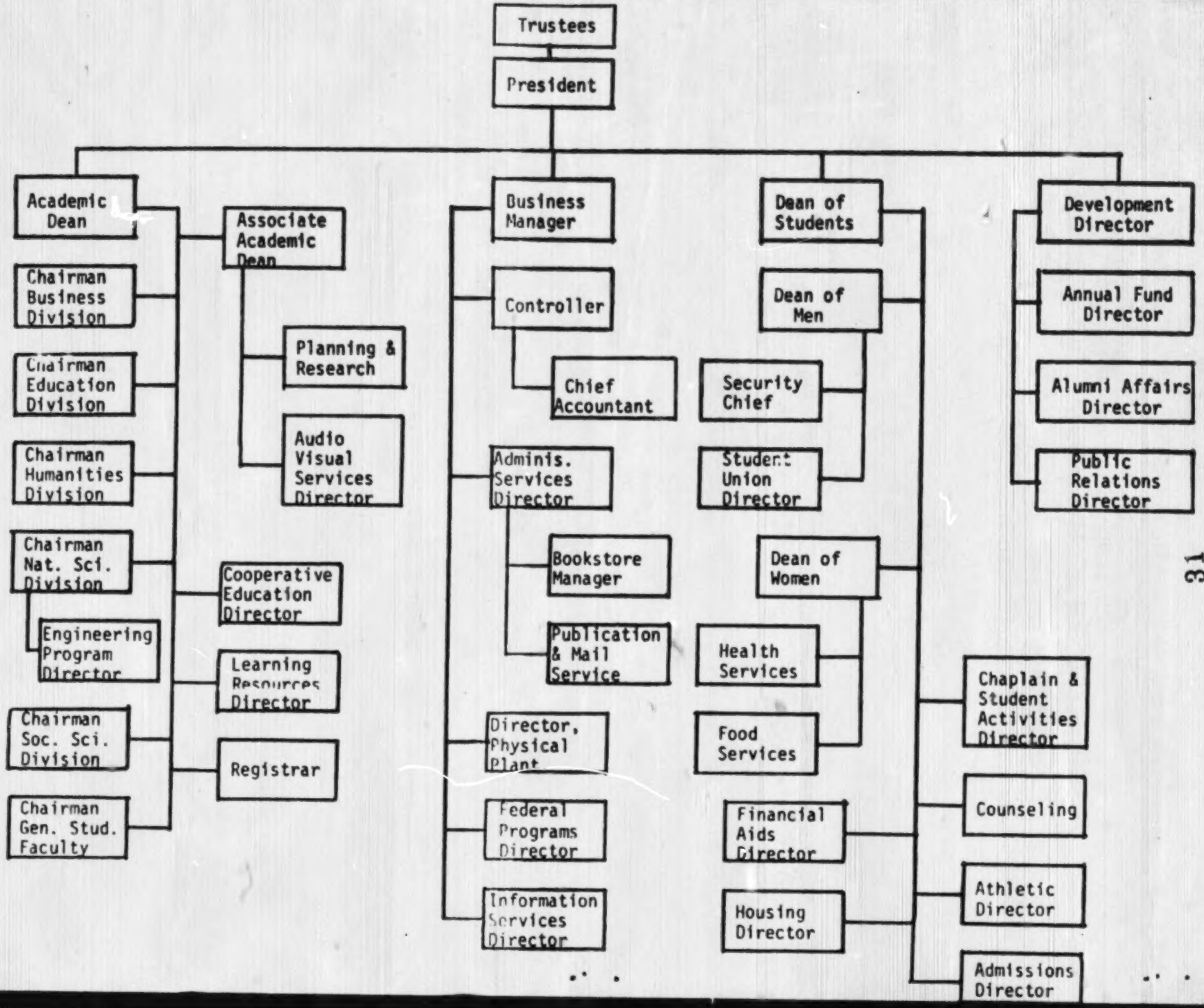
Final Examinations

1. No final examinations may be given during the last week of classes or earlier, excluding exams for graduating seniors.

2. Deadlines for "take home" final examinations may be set no earlier than the first day of examination week.

3. Faculty must continue to meet all classes through the last scheduled class date.

This Faculty Handbook represents a compilation of existing University policies based upon a variety of official documents including Governance and the Student Handbook. Changes in this Handbook reflect revision of other University policies approved by the appropriate authority. In order to update the Handbook each year, the Professional Relations Committee will annually review existing policy to determine what changes need to be incorporated. The Committee will then report to the full faculty for final approval of the editorial interpretation and judgment used in its revision.


Trustees
President
Academic Dean
Associate Academic Dean
Chairman Business Division
Chairman Education Division
Chairman Humanities Division
Chairman Nat. Sci. Division
Engineering Program Director
Chairman Soc. Sci. Division
Chairman Gen. Stud. Faculty
Planning & Research
Audio Visual Services Director
Cooperative Education Director
Learning Resources Director
Registrar
Business Manager
Controller
Chief Accountant
Adminis. Services Director
Bookstore Manager
Publication & Mail Service
Director, Physical Plant
Federal Programs Director
Information Services Director
Dean of Students
Dean of Men
Security Chief
Student Union Director
Dean of Women
Health Services
Food Services
Financial Aids Director
Housing Director
Development Director
Annual Fund Director
Alumni Affairs Director
Public Relations Director
Chaplain & Student Activities Director
Counseling
Athletic Director
Admissions Director